



[ERTICO-ITS Europe](#) is a public-private partnership with more than [120 Partners](#) that drives forward innovation in Intelligent Transport Solutions (ITS) for a safer and more sustainable future for European citizens. At ERTICO, we thrive in a fast-paced, ever-changing world and pride ourselves on promoting innovative technology solutions. We seek restless spirits ready to bring smart mobility further to life, and make a difference.

We are currently seeking to recruit a full-time position based in Brussels for our Innovation and Deployment Department

PROJECT SUPPORT MANAGER

**Specialised in Intelligent Transport Systems
Based in Brussels**

Contract Type: Full-time, Permanent

ERTICO – ITS Europe is looking for a motivated and skilled **Project Support Manager** to support the delivery and development of Horizon Europe projects. Working closely with the Project Managers and the Head, the selected candidate will play a vital role in the execution of EU-funded projects, partner coordination, administrative project management, and proposal building support. This is a unique opportunity to grow in a leading European public-private partnership focused on future mobility, innovation, and sustainability.

Your responsibilities for ERTICO:

Horizon Europe Projects Support & Delivery

- Support the planning, coordination, and delivery of Horizon Europe and other EU-funded projects.
- Collect inputs for deliverables, assist in preparing deliverables, internal reports, and project documentation.
- Prepare financial reports and help monitor project timelines, milestones, and budgets in collaboration with the (Senior) PM.
- Coordinate with internal departments and external partners to ensure smooth project execution.
- Provide support in the organisation of General Assemblies, workshops and events.

Horizon Europe Proposal Development

- Contribute to drafting and compiling proposal content, administrative forms, and supporting documents for new Horizon Europe submissions.
- Assist in identifying potential funding opportunities and support the proposal preparation process under the guidance of the (Senior) PM.
- Maintain regular communication with project partners and stakeholders.
- Help organize and facilitate meetings, workshops, and events related to ERTICO partnership and area projects.
- Represent ERTICO in internal and occasional external stakeholder meetings.
- Contribute to success of ITS Europe and World Congress organised by ERTICO.

Qualifications we require:

Essential:

- Minimum 2–5 years of professional experience in EU project management or coordination (preferably H2020 or Horizon Europe).
- Familiarity with the Horizon Europe framework and the ECAS/SEDIA platform.
- Strong organizational, time-management, and multi-tasking abilities.
- Strong written communication skills, attention to detail, and a proactive attitude.
- Previous experience in organising events and workshops.
- Fluent in English (spoken and written); additional EU languages are an asset.

Desirable:

- Experience supporting large EU consortia or transport & logistics projects.
- Knowledge of ITS, Electrification, CCAM, or sustainable transport concepts.
- Familiarity with project management tools (e.g. MS Project, Smartsheet, or similar).
- Previous experience with stakeholder or partner engagement.

At ERTICO, our culture is rooted in strong core values which guide our daily ambition and drive the meaningful work we do with our Partners across the transport and mobility sector. **As part of our team, we offer:**

- An excellent working opportunity in a dynamic international environment with a multi-cultural team
- An attractive extra-legal benefit and salary package
- A culture of continuous learning and visionary working atmosphere where we empower our team members to grow, innovate, and adapt to the ever-changing mobility landscape
- A work environment based on intellectual curiosity where our values (cooperative, passionate, impactful, open and visionary) embrace everything we do to achieve our vision
- A highly skilled team with diverse expertise and "learn-it-all" mindset
- A visionary working atmosphere which aims to be positively impactful for you, your skills and career development

Please send your **CV and motivation letter** to recruitment@mail.ertico.com.

We aim to ensure a transparent, respectful, and inclusive recruitment process as an **equal opportunity employer** committed to diversity and inclusion. All qualified applicants are considered regardless of background or identity. As we receive a high number of applications, you will only be contacted if your skills and experience align with our needs for this role. The successful candidates will be invited to a first interview with the prospective supervisor.



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